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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | |  | | | | | | |  | Date | | |  | | | |
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| **Note:** | | | This form must be submitted at least two days prior to requested absence for all but emergency (sick, funeral, etc.) leave. | | | | | | | | | | | | | |
|  | | | |  | |  | |  | | |  | | | | |  |
| I am requesting time off from | | | | | | |  | | | | to | ***.*** | | | | |
|  | | | |  | |  | |  | | |  | | | | |  |
| If this request is approved, I will be using the following type of leave: | | | | | | | | | | | | | | | | |
|  | Flex Time | | | | |  | | Sick Leave | | | | | | | | |
|  | Funeral Leave | | | | |  | | Unpaid Time Off | | | | | | | | |
|  | Jury Duty Leave | | | | |  | | Vacation | | | | | | | | |
|  | | | |  | |  | |  | | |  | | | | |  |
| I am to be paid | | | | |  | | hours as leave, and | |  | | | | | | hours as holiday (if a | |
| holiday is included in this scheduled time). | | | | | | | | | | | | | | | | |
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| Notes: | | |  | | | | | | | | | | | | | |
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| I understand and agree to the following: | | | | | | | | | | | | | | | | |
| * This request is not approved until it has been electronically signed by me, the sales and customer service manager, and the vice president of sales and marketing. | | | | | | | | | | | | | | | | |
| * Requests for leave will only be approved when doing so will not negatively impact the company’s business operations and will not conflict with other team members’ previously approved leave. | | | | | | | | | | | | | | | | |
| * If my request is approved, I will receive my paycheck for this pay period on the normal payday unless other arrangements are detailed in the above notes section. | | | | | | | | | | | | | | | | |
| * When I take time off from my regular work schedule, prior to the start of leave I am required to: (1) update my voice mail greeting, (2) set email automatic replies, and (3) send an email to all Oregon Door team members informing them of my upcoming leave. | | | | | | | | | | | | | | | | |
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|  | | | |  | | Team Member Signature | | | | | | | | Date | | |
|  | | | |  | |  | | | | | | | |  | | |
|  | | | |  | | Sales & Customer Service Manager Signature | | | | | | | | Date | | |
|  | | | |  | |  | | | | | | | |  | | |
|  | | | |  | | Vice President/Sales & Marketing Signature | | | | | | | | Date | | |